

SUPERVISING ANIMAL CARE ATTENDANT

DEFINITION:

To supervise animal care attendants in performing animal shelter kennel maintenance and operations work including animal receipt, custody, care, euthanasia, and disposal work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Supervising Animal Care Attendant is a first-line supervisor and the highest class in the Animal Care Attendant class series. It is allocated to the Department of Animal Services. Under general supervision, incumbents provide supervision and training to Animal Care Attendants, manage the day-to-day operations of kennels, catteries, and other animal holding facilities at an animal shelter, and handle the most complex animal care and kennel maintenance work. Incumbents may also conduct behavior evaluations of animals in County care and/or train staff in the proper techniques for conducting behavior evaluations according to department protocols. In addition, incumbents may also provide supervision and/or training to department volunteers. This class differs from the Supervising Animal Control Officer in that the latter is responsible for supervising the daily activities of patrol officers involved in animal control enforcement.

EXAMPLES OF DUTIES:

Provides day-to-day supervision of Animal Care Attendants, including assigning work, training, scheduling, approving time off, completing performance evaluations, and administering disciplinary action when necessary; performs behavior evaluations of animals; may train staff on proper techniques for conducting behavior evaluations of animals; ensures that kennel functions are adequately staffed and management instructions and priorities are adhered to; coordinates adoptions to private shelters and authorized animal welfare and rescue organizations; manages kennel inventory; ensures the department's euthanasia reduction policies are accurately followed and utilized, including the use of criteria to determine animals to be euthanized; performs the most complex kennel assignments; orders supplies and food for the kennel; receives and confines animals in cages or corrals; handles and moves animals from one shelter area to another; cleans and disinfects animal enclosures; hoses down and cleans cages, equipment, enclosures, walkways, and work areas; feeds and cares for a wide variety of animals that typically include dogs, cats, rabbits, guinea pigs, birds, and may include reptiles, pigs, sheep, and livestock; performs humane euthanasia and disposes of animals according to department protocols; updates computer files when receiving or destroying animals; checks impounded dogs for microchip identification tag to locate owner; releases impounded animals to owners; answers inquiries from the public; assists the public in selecting appropriate animals for adoption; performs adopter-to-animal and animal-to-animal interacts; identifies, segregates, and isolates dangerous and/or ill animals; assists veterinarians with vaccinations; makes minor repairs to shelter facilities; keeps simple records; and may clean patrol vehicle cages or equipment.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Behavior (normal and abnormal) of dogs.

Thorough Knowledge of:

- Methods and techniques of supervision and training.
- Shelter cleaning and sanitation methods and techniques.
- Animal care, feeding, and handling methods and techniques.
- Breed identification characteristics for dogs.
- Euthanasia techniques.

Skills and Abilities to:

- Provide supervision and training to Animal Care Attendants and volunteer staff.
- Assign staff to specific duties within the kennels and working with the public.
- Complete performance evaluations of staff.
- Perform behavior evaluations of animals in County care.
- Perform the most difficult kennel work.
- Perform kennel inspection and quality control checks.
- Coordinate adoptions to private shelters and animal welfare and rescue groups.
- Handle animals.
- Clean and disinfect shelter enclosures, cages, corrals, and other related operational equipment or areas.
- Hose down kennel enclosures, walkways, and other facility areas as needed.
- Humanely euthanize animals according to department protocols.
- Understand and follow simple written instructions.
- Understand and apply rules and regulations governing the impounding, releasing, and destruction of animals.
- Learn to recognize symptoms of animal diseases.
- Assist veterinarians in treating injured and/or sick animals.
- Maintain simple records, logs, and filing systems.
- Learn to enter data into a computer system.
- Establish and maintain cooperative working relationships with others.
- Make minor repairs to animal enclosures.
- Operate a County vehicle to transport animals to other locations.
- Effectively communicate with co-workers and the public.
- Provide counseling to potential adopters to assist them in selecting animals.
- Perform animal interacts with potential adopters.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

1. One (1) year of experience as an Animal Care Attendant with the County of San Diego's Department of Animal Services; OR,
2. Eighteen (18) months of experience in animal care working for an animal shelter or animal control agency; OR,
3. Possession of a valid registration as a Veterinary Technician in California AND twelve (12) months of experience in animal care working for an animal shelter or animal control agency.

SPECIAL NOTES, LICENSES OR REQUIREMENTS :**Note:**

Experience with companion pets is not considered qualifying. Experience on a ranch, farm, or with a humane society performing animal care and maintenance work is considered qualifying.

Working Conditions:

Will be certified by the department and required to perform humane euthanasia. Works irregular shifts, weekends, and holidays. Subject to reassignment to any shelter location as needed.

License:

Positions in this class require possession of a valid California Class C driver's license, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Physical Requirement:

Performs prolonged, strenuous physical activity including standing and walking for long periods of time. Handles a wide variety of animals. Frequently lifts, carries, and restrains objects/animals weighing up to 75 pounds. Works extensively with water and chemicals for disinfecting kennels.

Character:

Felony and misdemeanor convictions, depending on recency and severity, may be disqualifying. Prior to appointment, candidates will be subject to a thorough background check.

Uniform Requirements:

A uniform is required. An initial and annual uniform allowance is provided.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).